

Notice of Electronic Availability of Criminal Case File Documents

Please be informed that documents filed in criminal cases in this court are now available to the public electronically.

You should not include sensitive information (including that referred to in this paragraph and that enumerated in the fifth paragraph) in any document filed with the court unless such inclusion is necessary and relevant to the case. You must remember that any personal information not otherwise protected will be made available over the Internet via WebPACER. Pursuant to Local Rule 7.3 the following personal data identifiers must be partially redacted from the document whether it is filed traditionally or electronically: **Social Security numbers** to the last four digits; **financial account numbers** to the last four digits; **names of minor children** to the initials; **dates of birth** to the year; and **home addresses** to the city and state.

In compliance with the E-Government Act of 2002, when necessary to the disposition of an issue before the Court, a party wishing to file a document containing the personal data identifiers listed above may either:

1. File an unredacted version of the document under seal. Such documents may be filed by tendering them to the Clerk with a written request that they be filed under seal pursuant to this rule.
2. File a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its (their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list may be amended as of right.

The unredacted version of the document or the reference list will be retained by the Court as part of the record. The Court may require the party to file a redacted copy for the public file.

Because filings will be remotely, electronically available and may contain information implicating not only privacy but also personal security concerns, exercise caution when filing a document that contains any of the following information and consider accompanying any such filing with a motion to seal. Until the court has ruled on any motion to seal, no document that is the subject of a motion to seal, nor the motion itself or any response thereto, will be available electronically or in paper form.

1. any personal identifying number, such as driver's license number;
2. medical records, treatment and diagnosis;
3. employment history;
4. individual financial information;
5. proprietary or trade secret information;
6. information regarding an individual's cooperation with the government;

7. information regarding the victim of any criminal activity;
8. national security information; and
9. sensitive security information as described in 49 U.S.C. § 114(s).

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that all documents and pleadings comply with the rules of this court requiring redaction of personal data identifiers. The clerk will not review filings for redaction.